



## Resources on the Internet

- Prequalification Application  
[www.cityofmadison.com/business/pw/forms.cfm](http://www.cityofmadison.com/business/pw/forms.cfm)
- Affirmative Action Plan  
<https://elam.cityofmadison.com/citizenaccess/urlrouting.ashx?type=1002&CAPType=Affirmative%20Action%20Plan&Module=Licenses>
- Notice of Bid Opportunities  
[www.bidexpress.com](http://www.bidexpress.com)
- Plans, Specs & Plan Holders Lists  
[www.bidexpress.com](http://www.bidexpress.com)
- Standard Specifications for Public Works Construction  
[www.cityofmadison.com/business/pw/specs.cfm](http://www.cityofmadison.com/business/pw/specs.cfm)
- Bid Opening Results  
[www.cityofmadison.com/business/pw/contracts/bidResults.cfm](http://www.cityofmadison.com/business/pw/contracts/bidResults.cfm)
- Biennial Bid Bond  
[www.cityofmadison.com/business/pw/forms.cfm](http://www.cityofmadison.com/business/pw/forms.cfm)
- Contractors Quarterly Meeting  
[www.cityofmadison.com/business/pw/pwMeetings.cfm](http://www.cityofmadison.com/business/pw/pwMeetings.cfm)



### City of Madison Engineering Division

Construction Section  
1600 Emil St.  
Madison, WI 53713

Phone: 608-267-1197  
Fax: 608-267-1123

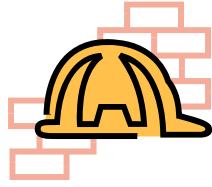
## Public Works Contracting Opportunities

A QUICK GUIDE FOR GENERALS AND  
SUBCONTRACTORS



City of Madison Engineering Division

Tel: (608) 267-1197



## Public Works Contracting

If you are a general contractor or subcontractor looking for public works contracting opportunities with the City, this quick guide is for you. Here are some tips to help get you up and running.

### Prequalification

The first step to bidding as a general contractor on City public works contracts is to prequalify with the Engineering Division by the time of the bid opening. Consult the contract's Advertisement for Bid to determine the deadline for submitting a prequalification application. Contractors should also reference Page B-3 of the spec book for required prequalification categories and confirm they are prequalified in at least one of the categories indicated.

Subcontractors may be required to attain prequalification status because of Best Value Contracting requirements. However, a subcontractor does not need to be prequalified at the time of bid, but before commencing work. The application is available on the Public Works' web page (see Resources section on reverse side).

An Affirmative Action Plan is a component of the application. From the public works web page, follow the hyperlink to the Department of Civil Rights for the form.

Questions may be directed to Keana Bracey, Engineering Division, (608) 266-4620.



## Notice of Bid Opportunities

Notice of bid opportunities is published in the legal section of *The Wisconsin State Journal* on Fridays. Email notification of Ad for Bids is available by signing up for a My City of Madison Account (see: Resources). Advertised contracts can be found at [www.BidExpress.com](http://www.BidExpress.com).

### Plans, Specs & Plan Holders Lists

Copies of plans and specifications are available on-line at [www.BidExpress.com](http://www.BidExpress.com). Contractors are asked to register for the plan holders list on this website. This information is used to distribute addendums. Bidders must acknowledge addendums on the Proposal Page. Failure to do so may result in the bid being disqualified.

### Pre Bid Meetings

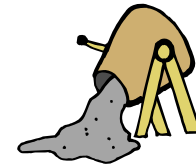
All contractors are encouraged to attend pre bid meetings. Notice of meeting is published in a contract's Section A: Advertisement for Bid.

### Standard Specifications

A complete copy of the Standard Specifications for Public Works Construction is available for reference on the public works web page.

### Bid Receiving & Opening

Bids are due by 1:00 p.m. on the Friday established by the Ad for Bid at the Engineering Division, 1600 Emil St., Madison, WI 53713 (postmark not applicable) or electronically on [BidExpress.com](http://BidExpress.com). Bid openings are held at 1:30 p.m. on Fridays at the same location and are open to the public. Results are posted later that afternoon on the public works web page.



## Best Value Contracting

Best Value Contracting (BVC) is addressed by Madison General Ordinance 33.07(7) and applies to all generals and subcontractors working on public works contracts. Based on contract dollar amount, trade(s) used on the project and whether the State of Wisconsin Department of Workforce Development considers the type of work apprenticeable, companies may be required to prequalify and employ apprentices. The dollar value at which BVC requirements are applied to single and multiple trade contracts is computed yearly. Contact Alane Boutelle in the Engineering Division, (608) 267-1197, with questions regarding BVC requirements.

### Biennial Bid Bond

Contractors intending to frequently bid on public works contracts may place a Biennial Bid Bond on file with City Engineering. Applications are available on the Public Works web page and must be received at least five calendar days prior to a bid letting in order to be in effect for that letting. A confirmation notice will be faxed when the application is approved.

### Contractors Meetings

Quarterly meetings are held in February, May, August and November. Check the public works web page for details.